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6 June 1945

CIRCULAR LETTER NO. 19

SUBJECT: Period Reports of Medical Department Activities.

1. Reference is made to section IV, Circular Letter No. 14, Office of the Surgeon, Hq. MTOUSA, dated 13 April 1945.
2. A "period" report will be submitted by each Medical Department unit that is relieved from duty in this theater for any cause, to cover the period from 1 January 1945 to the date of inactivation, disbandment, or transfer from the jurisdiction of this theater. As these reports will constitute the final portions of the histories of many Medical department units, it is desired that the utmost attention be given to their preparation. Preliminary compilation, if not already begun, should be undertaken at once, in anticipation of any contingency that may arise.
3. Attention is invited to the article entitled, "Annual Historical Reports of Medical Department Activities," appearing in the November 1944 issue of The Bulletin of the U.S. Army Medical Department (pp. 27-3). The outline of activities that should be discussed in the annual report, as stated in that article, is appropriate for the "period" report. Whenever possible, it is especially desired that the "period" report be accompanied by copies of the reports of combat activities submitted to The Adjutant General by Medical department units in compliance with AR 345-105. In addition, available copies of reports of combat activities submitted to The Adjutant General in 1942, 1943, or 1944 should be attached to the "period" report unless such copies have previously been forwarded to the Surgeon, MTOUSA.
4. Accounts of specialized Medical Department activities, or other types of historical materials that would not normally be included in annual or "period" reports, should continue to be prepared on a voluntary or assignment basis and submitted in accordance with section XVII, Circular Letter No. 1, Office of the Surgeon, Hq. MTOUSA, dated 1 January 1945.

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